



City of New Orleans

Mayor LaToya Cantrell

Request for Information - 1261
2021 Emergency Resource Directory

Timetable

Released: May 14, 2021 at 10:00 am CDT

Deadline: May 24, 2021 at 5:00 pm CDT

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A. Definitions

“**BRASS**” means Budget, Requisition, and Accounting Services System. BRASS is the new financial platform for the City.

“**City**” means the City of New Orleans.

“**Close Event**” means the date and time at which the Event is over.

“**Event**” means the solicitation (RFI, RFQ, RFP, ITB, ITQ) that Purchasing created to release on the Supplier Portal.

“**Open Event**” means the date and time at which the Event is released to the public in the Supplier Portal of BRASS.

“**Purchasing**” is the Bureau of Purchasing for the City.

“**RFI**” means this Request for Information.

“**Supplier**” means an individual, company, or organization that registers on the Supplier Portal.

“**Supplier Portal**” means BRASS’ platform that Purchasing uses to release Events and that Suppliers and Vendors use to monitor events, to respond to events and to submit invoices.

“**Vendor**” means a Supplier that will receive a purchase order from the City and/or sign a contract/service agreement with the City.

B. Purpose

The purpose of this RFI is to provide Purchasing with information to develop an Emergency Resource Directory for the 2021 hurricane season.

Purchasing will distribute the directory to departments.

C. Background

During a declared catastrophic emergency event, such as a hurricane or flood, the City will activate its emergency procurement process to purchase goods and services.

While the City can use its emergency contracts as well as state contracts and other agreements, the City may find itself in need of additional vendor resources.

In 2020, Purchasing developed an “Emergency Resource Directory” of Suppliers in BRASS.

Purchasing is renewing its effort for the upcoming hurricane season.

Purchasing is asking you to complete a free and short questionnaire to create a comprehensive resource lists that can be used to obtain quotes during an emergency event.

After the deadline to submit a response to the questionnaire, Purchasing will submit an additional questionnaire to the suppliers who submitted a response.

D. Questionnaire

You can find the questionnaire by using the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=hfTLCLccAkqaIQ3ZtFuf90s12RkxNB5KnaGW8hYN33NUOEFVN1hYQVdISFBYUzJTR1dVTIRaSFc1SS4u>

E. Timetable

Release of RFI/Open Event	May 14, 2021 at 10:00 am CDT
Deadline to respond to questionnaire/Close Event	May 24, 2021 at 5:00 pm CDT

F. Registration in Supplier Portal

The questionnaire requires to provide the supplier number because you will have to register in BRASS if the City purchases goods and/or services from you.

If you are not registered with the Supplier Portal, the City strongly encourages registration prior to responding to the questionnaire or before this Event closes.

Registration is free.

The City's purchasing portal allows Suppliers the ability to view current events along with their requirements.

Please use the link below to access supplier registration instructions:

<https://nola.gov/purchasing/brass/> .

If you want to know if your company or organization is already registered in the Supplier Portal, or you have any questions relating to registration, please submit your question(s) to Purchasing using the following email address: procurement.brass@nola.gov .

If you are not sure whether your company has a supplier account or not already, the subject line of the email submission must read: "2021 Emergency Resource Directory - [name of company] - Duplicate Inquiry".

DO NOT FORGET to provide first and last name, name of company, email address and phone number so Purchasing can respond and/or contact you.

G. Rights and Options Reserved.

This RFI does not commit the City to contract for any supplies or services.

Further, the City is not seeking proposals through this RFI and will not accept unsolicited proposals.

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise the right to cancel or modify this RFI at any time at will, with or without notice.

Please note that this RFI and any related discussions or evaluations by anyone create no rights or obligations whatsoever.

The City may revise the RFI before the submission deadline, which will be formalized by the issuance of an addendum to the RFI.

Responses are non-binding on the City or respondent to the RFI.

The City shall not be liable for any cost incurred by respondents associated with developing a submission, preparing for discussions (if any) or any other costs, incurred by the respondent associated with this RFI.

The materials submitted in response to this request shall become the property of the City.

H. Public Records Law/Confidentiality

All financial, statistical, personal, technical, and other data and information submitted in response to this RFI shall be not be considered confidential.

The City shall not be required to keep confidential any data or information submitted in response to this RFI.

All material will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations.

The City may accept requests from any interested party to keep the information in its submission confidential and may agree to confidentiality if appropriate in accordance with state and federal law.

The proposer may also seek a protective order from a court of proper jurisdiction preventing the release of such information.

[END OF RFI]

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